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BASIC REQUIREMENTS FOR FILING TRAVEL EXPENSE CLAIMS

All claims for reimbursement of travel expenses shall be submitted on Travel Expense Claim Form 262 (Rev. 6/93) <http://www.documents.dgs.ca.gov/osp/pdf/std262.pdf>. All expenses shall be properly itemized, accompanied by the necessary receipts, and approved by the Officer with the authority to approve expenses. Travel expense claims (TEC) are submitted to the Accounts Payable, Travel Unit.

TECs should be submitted at least once per month but not more than twice a month per DPA 599.638(b). However, if the amount claimed for any one-month does not exceed \$10.00, filing the claim can be deferred until the total amount exceeds \$10.00 or until June 30th, whichever occurs first. If there are extenuating circumstances where you believe the claim should be processed, attach a justification with your claim.

Approximately 8-12 working days are required for the claim to be audited and payment issued to the employee for the amount of the claim less any outstanding travel advances and improperly claimed expenses. The State Controller's Office (SCO) will accept only those TECs that are typed or completed in ink. Any TEC which is not properly completed, fully justified, or is difficult to read may be returned. Out-of-State, Relocation, and Business Expense claims may take more time to process due to additional signature requirements.

Several trips may be entered on one TEC. When more than one trip is being listed on the TEC, a blank line should be left between each trip. If a trip starts at the end of one month and extends into the next month, the TEC should be submitted after the trip is concluded. **(Note: You cannot combine fiscal years. Two separate claims must be submitted together.)** Only in-state and training expenses may be submitted on the same claim. Out-of-State and relocation expenses must be submitted on separate claim forms.

Any questions you may have regarding your travel expense claims may be directed to the Travel Unit. Relocation information packets may also be requested from the Travel Unit.

BUSINESS AND TRAVEL EXPENSES

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred 50 miles or more from home or headquarters, in accordance with existing Department of Personnel Administration rules. Lodging and/or meals provided by the State or included in hotel expenses or conference fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses for tax purposes. Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed.

ALLOWANCES AND REIMBURSEMENTS

MEAL RATES:

- ◆ Breakfast up to \$ 6.00
- ◆ Lunch up to \$10.00
- ◆ Dinner up to \$18.00
- ◆ Incidentals up to \$ 6.00

MEAL ALLOWANCES: (LESS THAN 24 HRS.)

- leave on or before 6:00 am and return on or after 9:00 am - **breakfast**
- leave on or before 4:00 pm and return on or after 7:00 pm - **dinner**
 - mileage must be over 100 miles round-trip
 - round-trip mileage must be indicated when using a state or private vehicle

Meals of appointees: Members of non-salaried boards, commissions, and duly constituted advisory committees are entitled to meals on a one-day trip only when attending official board, commission and committee meetings. These meal expenses are excused from travel status mileage requirements, but all time requirements must be met.

OVER 24 HOURS OF TRAVEL:

- every full 24 hours **meals, lodging & incidentals**

Last fractional part of more than 24 hours

- begins on or before 6:00 am and return on or after 8:00 am the next day - **breakfast**
- begins on or before 11:00 am and returns on or after 2:00 pm the next day - **lunch**
- begins on or before 5:00 pm and returns on or after 7:00 pm the next day - **dinner**
 - mileage must be over 100 miles round-trip
 - round-trip mileage must be indicated when using a state/private vehicle
 - no last fractional incidental allowed

OVERTIME MEAL: (SAM 0728)

Represented employee overtime meal reimbursement is allowed when the employee works two excess hours either consecutive or contiguous to regular scheduled work hours (NWH). Rates and terms are defined by each bargaining unit as defined on the next page.

Rates

Bargaining Unit	Rate	Consecutive*	Contiguous*
7 & 10	\$7.50	X	
1, 4 & 11	\$8.00		X
2, 9, 12, 19 & 21	\$8.00	X	
Excluded, R16 & R21(exempt FLSA)	\$8.00	X	

Overtime meal Definition

Consecutive: Works either 2 hours before or 2 hours after normal work hours on a regular scheduled workday. Works 2 hours in excess of normal work hours on weekends, holidays, or regular scheduled day off (RDO).

Contiguous: Works 2 or more hours in excess of the number of hours worked on a regularly scheduled workday.

Excluded employees: On those rare occasions when an employee who is in a work week group other than WWG2 would be required to physically or mentally work 10 hours or more (not including any breaks for meals) for an extended period of time, the employee, with approval of the appointing authority, may claim the actual cost of an arduous work meal up to **\$8.00**. Such meals should only be approved when it is clear that the work schedule is consistently in excess of a normal full time schedule. Occasional extra hours worked, consistent with the nature of an other than WWG2 work schedule, do not meet the criteria for Extended Arduous Work Meals.

LODGING:

- ◆ Statewide with receipt \$ 84.00 + all actual tax
- ◆ Out-of-State full amount with itemized receipt
- ◆ **High Cost Lodging Areas:** Reimbursement will be actual receipted lodging up to the maximum amount allowed in the Counties listed below.

<u>Location</u>	<u>Rate</u>
Alameda, San Francisco, San Mateo, and Santa Clara	\$140.00 + Tax
Los Angeles & San Diego Counties	\$110.00 + Tax
Marin & Orange County (BU R2 only with supervisor approval & special requirements)	\$110.00

All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without an itemized receipt providing the establishment's name, address, phone number and the room rate and tax breakdown per day.

Non-Receipted Lodging: Employees who stay with friends or relatives, or who can not produce a commercial lodging receipt, will be eligible to claim actual expenses for meals and incidentals only.

Excess Lodging: Lodging in excess of the standard state allowance requires the following:

- STD. 255C, AISD-005 submission, <http://www.documents.dgs.ca.gov/osp/pdf/std255c.pdf>
- prior approval by the Division Chief or his/her designee
- list of at least 3 hotels contacted indicating the telephone number, representative and rate quoted. Must contact hotels listed in the American Express Travel Guide, if available. Website address: www.travelcsg.com
- Submit completed forms to the Travel Unit for review and to obtain additional signature approvals prior to trip dates. Include approved form with the TEC.

COMPLETION INSTRUCTIONS

Complete the requested information in its entirety. A Post Office Box (PO Box) indicated for a residence is not acceptable when using a private vehicle (DPA 599.638)(e). Your civil service classification and division should not be abbreviated. The division's Index and PCA number (both should be entered in the index box on the TEC form) are necessary to ensure proper billing.

COLUMN ENTRIES:

1. **Month/Year:** Enter numerical month and year (i.e... 2-3/01). Several months may be included on one claim but must be clearly separated by skipping one line.
2. **Date, Depart/Return Times:** Enter date and time of departure on appropriate line using 24-hour military time (see below). Indicate return time on the date of return. If departure and return times both apply to the same date, enter the times within the same space for that date.

MILITARY TIME - 24 HOUR CLOCK

0100 = 1:00 am	0900 = 9:00 am	1700 = 5:00 pm
0200 = 2:00 am	1000 = 10:00 am	1800 = 6:00 pm
0300 = 3:00 am	1100 = 11:00 am	1900 = 7:00 pm
0400 = 4:00 am	1200 = 12:00 noon	2000 = 8:00 pm
0500 = 5:00 am	1300 = 1:00 pm	2100 = 9:00 pm
0600 = 6:00 am	1400 = 2:00 pm	2200 = 10:00 pm
0700 = 7:00 am	1500 = 3:00 pm	2300 = 11:00 pm
0800 = 8:00 am	1600 = 4:00 pm	2400 = Midnight

3. **Location:** Give the name of the city where expenses were incurred.
4. **Lodging:** Enter the actual cost of the lodging not to exceed the maximum amount allowed. All receipts must be itemized showing the room rate and tax per day. All employees should use the Hotel/Motel Transient Occupancy Tax Waiver (STD 236 New 9/91) where accepted, <http://www.documents.dgs.ca.gov/osp/pdf/std236.pdf>.
5. **Meals:** Enter the actual expense for each meal not to exceed the maximum amount allowed (see pg 3). Overtime, relocation, and long-term assignment meals are entered in the dinner column.
6. **Incidental:** Enter the total actual cost of incidentals not to exceed the maximum amount allowed (see pg 3). Proper expenses would be laundering and pressing of clothing and tips for services such as porters and baggage handlers. Incidental expenses are not paid on less than 24 hours of travel.
- 7a. **Cost of transportation:** Original receipts are required. To secure the State Contract Rate you must use the General Services Card (GSA) or American Express Corporate Card when paying for rental cars. Under this column you must show any expense you are requesting reimbursement for such as: airline tickets, rental cars, gas for rental cars or state vehicles, hotel shuttles, taxi, RT. metro, rail, etc. **Do not include any amounts for services listed above that were charged to the GSA card.**

7b. Type used: Use the following codes to identify the methods of transportation used:
(You may use as many as appropriate) (SAM 0748).

A = Airplane	B = Bus	SC = State Car
PA = Private Aircraft	T = Taxi	PC = Private Car
R = Railway	SH = Shuttle	RC = Rental Car

7c. Identify carfare, tolls, parking etc.: Most common use includes bridge tolls and parking charges. An original receipt is required for all charges over the allotted amount. In the absence of a receipt, reimbursement shall be limited to the non-receipt amount listed below.

- No parking and/or toll receipts required for \$10.00 or less

7d. Private car use: Enter total number of miles driven and the amount due for each trip. Mileage must be indicated even when using a state vehicle when claiming travel status (rates see pg 7).

- When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of his/her normal commute.
- Mileage to/from a Common Carrier – When the employee’s use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee’s vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee’s headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to “whichever is less”. If the employee begins travel one (1) hour or more before he normally leaves his home, or on a regularly scheduled day off, mileage may be computed from his/her residence.

8. Business expenses: This includes business related phone calls, emergency purchases, postage charges, and pre-employment physical examinations (new hires only), maximum of \$70.15, effective 03/14/2001. All business expenses require an original receipt and detailed justification. Reimbursement for all business related phone calls must be submitted on form 99J-11 http://inside.dca.ca.gov/forms/oas/phone_charges.pdf.

9. Total expenses for the day: Total of subsistence, transportation, carfare, parking and business expense. When making corrections, “wite out and/or correction tape” will not be accepted by the State Controller’s Office. Cross out any errors with a single line and insert the correction. Initial all corrections.

10. Enter subtotal and/or totals.

11. Remarks or details: This should include a brief description/purpose of your trip (s). “State business” is not acceptable. Indicate “in-house training” when necessary, GSA card unavailable, passenger in John Smith’s vehicle, not wishing to claim additional per diem, and/or explain anything out of the norm.

12. Normal work hours: Enter your beginning and ending normal work hours. (example: NWH M-F 8-5).

13. Private car license number: You must show the license plate number of any car for which any reimbursement expense is claimed such as mileage, parking, bridge or road tolls. Cost comparison is required (MM87-02-1) when an employee uses an alternate mode of transportation, for example driving in lieu of flying. The employee's supervisor determines the mode of travel the employee will use. For additional information on cost comparison requirements (see pg 9).

14. Mileage rate claimed: Enter the rate of reimbursement claimed for private vehicle use.

MILEAGE REIMBURSEMENT RATES

- | | |
|--|-----------------------------|
| a. When authorized by department head/designee | \$ 48.5 cents flat rate |
| b. Specialized vehicles with certification | Up to \$ 37 cents per mile* |
| c. Private aircraft | \$ 50 cents per mile* |

(* Contact the Accounting Office for direction when claiming either b. or c. mileage)

15. Claimant's certification and signature: Your signature certifies that the expenses claimed were actually incurred and that the cost of operating your vehicle is at or above the rate claimed and you have met the requirements of SAM Sections 0750,0751,0753 and 0754. **Sign all travel claims in COLORED INK.**

16. Signature of Officer approving travel payment: Certifies and authorizes travel expenses as incurred on State business (DPA 599.638).

17. Signature of Authority for special expenses: Business expenses exceeding \$25.00, conferences and/or convention expenses require approval by the Budget Officer (DPA599.616)(2).

MISCELLANEOUS INFORMATION & HELPFUL HINTS

RECEIPTS: Original receipts are required for but not limited to: hotel, rental car, airline itinerary, parking, medical exams, DMV fees, uniforms, registration fees, books, car washes, postage, office supplies, transit passes and expenses billed direct to the state for payment. Tape original receipts that are **less than** 8 ½ x 11, to an 8 ½ x 11 piece of paper (SAM 1200). All receipts (originals and copies) **MUST** be legible for audit purposes.

TRAINING: When claiming reimbursement for attending training classes you must:

- Provide 1 copy of each training class request form (TCR) and proof of completion (POC) for each class
- Indicate “in-house” if the class was administered by the Department

AMENDED CLAIM: When submitting an amended claim you must:

- Write “amended claim” in bold and/or highlight it on the top of the claim
- Only claim the difference of what you were entitled to
- Provide a copy of the claim originally submitted that is being amended
- Include additional information that justifies the amended expense

TRAVEL ADVANCE REQUESTS: Submit requests in ink or typewritten (pencil is unacceptable) 10 days prior to the date of travel on the Request for Travel Advance form AISD-008 (New 12/97) http://inside.dca.ca.gov/forms/oas/travel_advance.pdf. Travel advance requests submitted less than 10 days prior to the date of travel may not be processed in time. Refer to SAM 8116.1 thru 8116.5 for additional information.

- Checks are issued 10 days prior to the date of travel
- Travel advance requests will not be processed if received on or after the date of travel
- Fiscal years cannot be combined (advances won't be processed until a budget is signed).
- Advances must be cleared within 30 calendar days from the date the trip concludes.

VEHICLE RENTAL: When renting a vehicle while conducting official state business employees must adhere to the following:

- Prior to the date of travel, a reservation for a contract vehicle must be made with the primary car rental vendor Enterprise Rent A Car at the contract rate. In the event that the primary vendor is unable to provide service the secondary vendor must be used.
- Employees should identify themselves as a State Employee and give them the corresponding Corporate Discount Number for the vendor (see pg 9). Without the Corporate number and/or GSA card the vendor is not required to give the contract rate.

VEHICLE RENTAL VENDORS, Contracts Effective 1/11/06 to 12/31/08

Contract Vendor	Max. Daily Rate	Corporate Discount #	Phone #
Enterprise	\$38.84	DBCALIF	800-736-8227
SECONDARY VENDORS			
Alamo	\$80.75	191259	800-732-3232
National	\$80.75	5400321	800-227-7368

- Links to on-line booking reservations:

Boards: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCAL181

Bureaus: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCAL196

- Copies of the rental agreement must accompany your TEC (even when it is a direct pay, SAM 8422.115).
- If a contract vehicle is not available, the vendor should upgrade the car to the next vehicle available at the contract rate. Employees who upgrade must submit a written justification with the TEC and also send a copy of the receipt and justification directly to the Travel Unit.
- Employees who rent other than economy cars without submitting written justification will be responsible for paying the amount over the contract rate.
- Employees wanting to extend a trip for personal business **are required to** close out the contract with the vendor and re-open a new rental agreement for personal business. Extension of rental agreements at the contract rate while on personal business is an inappropriate use of state funds.
- Only State employees on official state business are allowed to occupy the vehicle. Friends and/or family riding in the vehicle at the contract rate are not appropriate and the department may be held liable.
- All prepaid fuel service options are not reimbursable. State travelers renting vehicles on a daily basis are encourage to refuel gas tanks prior to returning the vehicle.

COST COMPARISON INFORMATION: When employees are on travel status, the mode of transportation for which the State incurs expenses shall be that which is in the best interest of the State (SAM 0735, PML MM87-02-1) form http://inside.dca.ca.gov/forms/oas/cost_comparison.pdf. The supervisor and/or the officer approving the travel determine the mode of transportation the employee will use. Determination of the best mode of transportation shall include consideration of rail, bus, and commercial airline, as well as state-owned or privately-owned vehicle, and shall take into consideration the following:

- availability of public transportation
- direct expenses, e.g., cost of airfare, bus fare, parking, and mileage
- state time
- number of employees traveling to the same place at the same time
- needs of the state, e.g., the number of stops to be made and/or equipment to be transported
- weather conditions, e.g., fog, snow,
- time allotted to complete the assignment
- availability of transportation at the point of destination

TRANSIT AND VANPOOL INCENTIVES: Employees working in areas served by mass transit, including rail, bus or other commercial transportation licensed for public conveyance shall be eligible for a 75% discount on public transit passes up to a maximum of \$65.00 per month. The State shall provide \$100.00 per month to the primary driver of a vanpool consisting of 7 to 15 people. Vanpool riders are now eligible for a 75% discount on qualifying vanpools up to a maximum of \$65.00 per month in lieu of the transit incentive.

HELPFUL HINTS

The following information will help in completing the TEC for payment. If you have any questions regarding your travel claim contact the Travel Unit.

1. Multiple page claims may be submitted - cut on the line above the subtotals. The top section of each claim must be completed. There should only be **ONE** subtotal and total for the entire claim on the last page.
2. Do not subtract outstanding travel advances from the claim total. If you owe money to the department attach a check (payable to DCA) to the TEC. Write your social security number on the check.
3. Indicate anything out of the norm in the remarks section of the TEC. Such as but not limited to: N/C for meals you are entitled to but do not want to claim (audit reasons), passenger in co-employee's car not claiming mileage, lost original hotel receipt fax copy attached, etc.
4. Paying with your personal charge card require a copy of your credit card statement (personal information may be blacked out) showing the amount, vendor name and date. Paying with your personal check requires the front and back copy of the canceled check (SAM 1200).
5. When sharing a room with another state employee each person can claim ½ the room rate (each employee must cross-reference the other on the TEC) with a receipt (SAM 1000). Lodging receipts must be itemized showing room rate and tax per day.
6. When sharing a room with a non-state employee, while on State business, you are entitled to the single room rate up to the maximum allowed which must be verified by the establishment on the receipt (SAM 1000).
7. When flying with a state charged ticket and a change in your plans requires you to purchase a different ticket, you must return the original ticket for credit. If additional costs are incurred do to the change, submit a justification with the TEC. Return the unused ticket at the time of purchase (2nd ticket) or directly to the contact travel agency. If you submit both tickets on the TEC, no credit will ever be issued and you may be liable for the second purchase.

8. Using a higher rate (airfare) than the contract fare, when a contract fare is available, justification will be required and the employee may be required to pay the State's additional costs for the flight.
9. Out-of-State travel advances and/or travel claims must have an approved out of state blanket number on the request and/or TEC.
10. State employees going on interviews DO NOT receive per diem.
11. Extending trips for personal business:
 - close out rental car - reopen new rental agreement for personal business
 - show depart and return times that relate to state business (claim per diem accordingly) along with overall depart and return times
 - detail in remarks section
12. The department may pay reimbursements for business expenses, however the State Controller's Office may cut the claim and the employee would be responsible for repaying the department.